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TO : Acting Chief, Security Division

25 September 1950

SUBJECT: Functions of Physical Security Branch
For the I. & S.S. Functional Chart.

1. Exercises complete physical security supervision over [redacted] overt and covert installations, and all classified material and personnel housed therein.

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2. Physical Security Surveys

Buildings
Areas
Surroundings
Operations

[redacted]
Recommendations.

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3. Investigations

Security Violations
Loss or compromise - classified information
Loss or theft of property
Misconduct by C.I.A. personnel
Suspicious circumstances.

4. Security Indoctrination Classes

Regular
Advanced
Special
Field Offices.

5. Prepare and administer Agency security regulations and procedures.

6. Safety Program

Develop and administer Safety Officer Organization
Devise Safety Standards
Physical Surveys
Safety Studies
Promote Safe Conditions
Investigate Accidents.

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7. C.I.A. Disaster Plan

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Organize, develop and administer
D. C. Police and Fire Departments, Military Personnel, P.B.A.
Internal Emergency Organization
Evacuation Drills.

8. Technical Security Inspections

For Telephone Taps
Concealed Microphones.

9. Electronic Installations

Microphones
Recorders
Radio Transmitters--Receivers
Research.

10. Latent Fingerprints

Developing
Photographing
Lifting.

11. Security Photography and Developing.

12. Identification Processing

Fingerprinting
Photographing (Regular and Passport)
Badges and Credentials
Special Purpose Passes
Secrecy Agreement
Maintain Identification Records.

13. Firearms Program

Train and Qualify Authorized Personnel
(Four Types of Weapons)
Maintain Firearms Deposit.

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14. Night Security Officers

Handle all after-hour security problems
Make preliminary investigations--Security Violations
Conduct safe, desk and office Security Inspections.

15. Maintain Week-end and Holiday Watch Officer Service.

16. C.I.A. Guard Group

Control admittance to buildings
Building protection, fire, etc.
After-hour Security Inspections.

17. Receptionist Staff

Arrange appointments
Issue Visitor Passes
Maintain Visitor Records.

18. Safes, Vaults and Locks

Set and change combinations
Make Repairs and Adjustments
Inspect working mechanisms
Instruct in operation and use
Maintain record of all combinations.

19. Classified Waste

Supervise daily collection and destruction
Protect in transit
Make spot inspections for violations.

20. Internal Security Audits to determine compliance with C.I.A.
Security Regulations.

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21. Advises C.I.A. organizational units and personnel in the interpretation and applications of the Security Regulations.


22. Physical security liaison with other Agencies.

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Chief, Physical Security Branch

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ISS:WCK/cw

cc: Mr. 
Chrono (2)

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